



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

College of Southern Idaho

Taylor Building

315 Falls Avenue, Twin Falls, Idaho 83303

Meeting Location: Room Nos. 276/277

Lunch Location: To be announced

Tuesday, August 12, 2003:

- 9:00 a.m. – 4:00 p.m.: **Full Council:** Room Nos. 276/277
- 12:00 p.m. – 1:30 p.m.: Working Lunch: To be announced.

Hotel Accommodations: Shilo Inn Suites—Twin Falls, 1586 Blue Lakes Blvd N., (208) 733-7545 or 1-800-222-2244. Please make your room reservations as soon as possible. Contact them prior to **July 28** and tell them you are attending the **Workforce Development Council** meeting to receive the special rate of **\$55** for a single room. Billing for room charges for Council members will be sent to the Idaho Department of Labor for direct payment. Members should pay incidentals and any additional guest charges. Authorized expenses should be reported on the Travel Form. Interested parties will be responsible for their room charges. Should you need to cancel your reservation, they ask for 24-hours' notice.

Shuttle Service for Hotel Guests: The Shilo Inn provides shuttle service to/from the Twin Falls Airport (TWF). They will provide transportation to/from CSI for the meeting. Please meet in the lobby at 8:15 a.m.; the shuttle will depart about 8:25 a.m. for CSI. Upon adjournment of the meeting, please contact the Shilo Inn for transportation back to the hotel or to the airport.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of 0.36 cents per mile (effective 01/02/03) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes meal tips and tips for services paid at airports and hotels. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

CSI Campus Map and Local Directions and Parking information will be included in the Council packet.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail ataylor@jobservice.us.

About the Workforce Development Council: Please contact David Lehman, Office of the Governor, phone (208) 334-2100.